

Tenant Improvement Plan Submittal Checklist

ALL WORK MUST COMPLY WITH 2021 INTERNATIONAL BUILDING CODE, 2020 NATIONAL ELECTRICAL CODE, 2021 INTERNATIONAL PLUMBING CODE, 2021 INTERNATIONAL MECHANICAL CODES, 2021 INTERNATIONAL FUEL GAS CODE, 2021 INTERNATIONAL ENERGY CONSERVATION CODE, 2021 INTERNATIONAL FIRE CODE AND 2017 ICC / ANSI A117.1.

BUILDING PERMIT FORMS

_____ Building Permit Application

FLOOR PLAN

- _____ Show location of other tenants adjacent to area of improvement.
- _____ Show existing floor plan before changes
- _____ Identify all rooms, show exit doors and where the exits lead to

TENANT PLANS: The following items must be listed on plans, (unless item is non-applicable).

- _____ Indicate type of improvement
- _____ Spaces over 3,000 square feet require a Utah State registered architect stamp on all sheets of plans (original wet stamp and signature required)
- _____ Key notes indicating locations on each sheet
- _____ Floor plans drawn to scale (1/8" - 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is a part of a larger space
- _____ Location of existing area and occupancy separation walls (fire rated walls)
- _____ Provide information of products to be used and U.L. system numbers for protection of all through penetrations
- _____ Differentiation between new and existing construction, doors, windows, corridors, etc.
- _____ Clearly dimensioned rooms, corridors, aisles, etc.
- _____ Size, material, hardware, fire rating and swing of doors
- _____ Window size, type and location with safety glazing indicated
- _____ Room finishes with flame spread ratings for wall coverings
- _____ Ceilings shown with seismic bracing detail for suspended ceilings
- _____ Stair details for all interior stairs
- _____ Handrail and guardrail details
- _____ Wall construction detailed, show wall heights and bracing details for walls that terminate at suspended ceilings
- _____ ComCheck Reports

ELECTRICAL PLANS

- | | |
|----------------------------------------------|------------------------------------------|
| _____ Water & bond | _____ Load calculations |
| _____ Conduit & water, type, and size | _____ Single line drawing of service |
| _____ Location of all equipment | _____ Panel schedule grounding electrode |
| _____ Circuitry of branch circuits & feeders | |

PLUMBING PLANS

- | | |
|-----------------------------------------------------|------------------------------------------------|
| _____ Isometric Drawing | _____ Details of accessible restroom |
| _____ Plumbing fixture locations | _____ Exhaust fans |
| _____ Location of fire and smoke dampers | _____ Mechanical plans (for any new equipment) |
| _____ Mech. Equip. schedule and efficiency ratings. | |

MATERIAL SPECIFICATIONS

- _____ UL, ICBO, Gypsum Associations, Energy Code calculations etc.

FIRE

Deferred Submittals (check if yes) [] Automatic Fire Sprinkler System, [] Fire Pump, [] Fire Standpipe, [] Fire Alarm System, [] Clean Agent System, [] Dry Chemical System, [] Commercial Kitchen U.L. 300 Wet Chem. System

- | | |
|-----------------------------------|--------------------------|
| _____ Show Fire Department Access | _____ Show Fire Hydrants |
| _____ Show Flow per Fire Code | |